



DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
EQUAL EMPLOYMENT OPPORTUNITY DIRECTOR

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Lateral transfers and candidates on a current examination list

Location: Middletown

Job Posting No: 5425

Hours: Monday through Friday 8:30 a.m. - 5:00 p.m.

Salary: \$90,282 - \$123,104 (New hires to state employment start at the minimum salary range)

Closing Date: January 20, 2016 cob (Incomplete or late application packages will not be considered)

Eligibility Requirement: Candidates must have applied for and passed the EQUAL EMPLOYMENT OPPORTUNITY DIRECTOR exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the title or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

This position will report directly to the Commissioner of Department of Emergency Services & Public Protection (DESPP). The EEO Director will be responsible for the development and administration of the agency's Affirmative Action plan and Contract Compliance program; the evaluation of agency policies and procedures to ensure consistency with affirmative action goals and objectives; consulting with and advising managers and executive level officials up to and including the Commissioner on relevant program issues; directing agency recruitment efforts through community-based organizations, including minority and under-served groups (includes working with CSP Selections Unit as well as programs at other divisions; conducting, overseeing and coordinating investigation and resolution of discrimination and unfair treatment claims; co-chairing the agency's mediation team with the agency's head of Human Resources; and performs related duties as required.

Special Requirement:

1. Incumbents in this class may be required to travel.
2. Incumbents in this class must complete ten (10) hours of training during the first year of service or designation and a minimum of five (5) hours per year thereafter. This training shall include (1) state and federal discrimination laws and (2) internal discrimination investigation techniques which will be provided by the Commission on Human Rights and Opportunities and the Permanent Commission on the Status of Women.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion rules.

Application Instructions: Interested and qualified candidates who meet the above requirements must submit a cover letter, resume, [CT-HR/12](#) (State Application) & [CT-HR/13](#) (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by, **close of business** to:

The Department of Emergency Services and Public Protection
1111 Country Club Road, Middletown, CT 06457
Attn: Felicia M. Emanuel, Principal Human Resources Specialist
or
Fax: (860) 685 – 8356

Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a fingerprint supported state and federal criminal history records check along with reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/Equal Employment Opportunity Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.